



CURRENT/PROPOSED

POSITION DUTY STATEMENT

NAME	MCR I
CLASSIFICATION Senior Engineering Geologist (Supervisor)	POSITION NUMBER 538-101-3751-001
WORKING TITLE Senior Burned Watershed Engineering Geologist	DIVISION/UNIT California Geological Survey/ Burned Watershed Geohazard Program
EFFECTIVE DATE	LOCATION Los Angeles
BARGAINING UNIT S09	CONFLICT OF INTEREST CATEGORY 3, 7

DEPARTMENT STATEMENT: All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

GENERAL STATEMENT: Under the supervision of the Supervising Engineering Geologist for the Burned Watershed Geohazard Program (BWG) within the California Geological Survey (CGS), the Senior Engineering Geologist (Supervisor) is responsible for providing project management and scientific expertise for the BWG Program. Duties include, but are not limited to, the following:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

- **35% Pre- and Post-Wildfire Hazard Analyses and Assessment**

Responsible for development and generation of pre-fire planning geologic and hydrologic models and maps. Develops and generates data which identifies areas of potential post-wildfire geologic and hydrologic hazards. Generates post-wildfire emergency assessment of geologic and hydrologic hazards. Provides technical assistance to local and state agencies regarding planning and mitigating post-wildfire geologic and hydrologic hazards. Analyzes hydrologic and geologic monitoring data related to post-wildfire hazards. Performs outreach to local and state agencies regarding post-wildfire geologic and hydrologic hazards.

- **30% Technical Review, Coordination, and Training**

Performs technical review of processes, analyses, model results, reports, and maps by staff. Defines and communicates technical processes for effective pre- and post-wildfire analyses. Coordinates with other state, local, and federal agencies regarding the products and schedules. Ensures consistent high-quality analysis, mapping, and clear expression in reports. Provides timely feedback to technical staff to help ensure uniformity of products. Identifies

gaps in staff training or experience and recommends ways to improve performance. Reviews, edits and transmits reports and maps to the Supervising Engineering Geologist.

- **10% Technical Publication**

Prepares technical reports based on the hydrologic and geologic monitoring data related to post-wildfire hazards, model results, and analysis. Ensures that technical products are provided to the appropriate governmental entities. Gathers and interprets information on post-fire hazards in California; manages and develops new publications such as methodologies, maps, reports, and methodological guides.

- **10% Technical Communication**

Presents the results of analysis of pre- and post-wildfire hazards by staff, in articles, reports, and presentations. Provides technical advice to the public, industry and other governmental agencies.

- **10% Personnel Management**

Plans, organizes, directs, and provides managerial review of the work performed by staff in the BWG Program. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.

- **MARGINAL FUNCTIONS**

- **5% Administrative**

Performs administrative duties including, but not limited to: adhering to Department policies, rules and procedures; submitting and approving administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.

B. SUPERVISION RECEIVED

The Senior Engineering Geologist (Supervisor) reports directly to and receives the majority of assignments from the BWG Supervising Engineering Geologist.

C. SUPERVISION EXERCISED

The Senior Engineering Geologist (Supervisor) directly supervises Engineering Geologist and Civil Engineering staff. In absence of the BWG Supervising Engineering Geologist.

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline

principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

E. **PERSONAL CONTACTS**

The Supervising Engineering Geologist routinely interacts with other CGS and DOC staff, federal, state and local agencies and the public. May make presentations regarding geologic mapping and geologic hazards to public and professional audiences. May represent CGS on advisory boards for other organizations. Contacts may be made via personal interaction, written correspondence, telephone, and/or email.

F. **ACTIONS AND CONSEQUENCES**

If these functions are not adequately performed, consequences may include, but are not limited to:

- CGS will not meet its legislative mandates to identify earthquake hazards, potentially exposing the citizens of California to threats to life, health, or property damages.
- Negative impacts to CGS's relationships with our state and federal partners.

G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- As part of a multi-agency emergency response team, duties include travel to remote locations on weekends, holidays, and after normal business hours.
- Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printers under artificial lighting for prolonged periods of time.
- Moving about the office and standing or sitting during in person meetings.
- Bending and stooping to retrieve and replace files and records.
- Use of multi-line telephone console or a cordless telephone.
- Work in a high-rise building.
- Strenuous field work in recently burned areas including exposure to burned vegetation, debris and soils in mountainous, forested, and desert terrains during all weather conditions.
- Field work in road cuts, mines or other excavations; around drilling and excavation equipment; in trench excavations or large diameter borings; on foot, in off road vehicles, in all-terrain vehicles, or in fixed-wing or rotary wing aircraft.
- Capable of working long field days and driving significant distances to and from remote field sites; capable of driving 4x4 vehicles and all-terrain vehicles off road.
- Post-earthquake or landslide field response may expose employee to additional hazards created by event ground failures or shaking.

H. **OTHER INFORMATION**

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Signature

Employee Printed Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Supervisor Printed Name

Date